

**AGREEMENT**

**between**

**FLORHAM PARK BOARD OF EDUCATION  
Morris County, New Jersey**

**and**

**FLORHAM PARK EDUCATION ASSOCIATION**

**School Years  
2010/2011  
2011/2012  
2012/2013**

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## **PREAMBLE**

This agreement is entered into this 8th day of October, 2010, by and between the BOARD OF EDUCATION OF FLORHAM PARK, MORRIS COUNTY, NEW JERSEY, hereinafter called the "Board", and the FLORHAM PARK EDUCATION ASSOCIATION, hereinafter called the "Association."

## **ARTICLE I – RECOGNITION**

- A. The Board hereby recognizes the Association as the sole and exclusive negotiating agent for the purpose of collective negotiations in any and all matters relating to terms and conditions of employment on behalf of all instructional and non-instructional personnel employed by the District with the following exceptions:

Superintendent of Schools

School Business Administrator/Board Secretary

Principals

Administrative Secretary to the Superintendent-Confidential

Administrative Secretary to the School Business Administrator/Board Secretary – Confidential

Technology Coordinator

School Bus Drivers

Payroll/Benefits/Purchasing Specialist

Accounts Payable/Transportation Specialist

In addition, any other employees deemed to be supervisory or "confidential" pursuant to N.J.S.A. 34:13A-5.3.<sup>1</sup>

- B. (1) Unless otherwise indicated, the term "employee" or "employees" when used hereinafter in this agreement, shall refer to all employees represented by the Association in the negotiating unit defined above, and references to male employees shall include female employees.

- (2) Unless otherwise indicated, the term "teacher" or "teachers" when used hereinafter in this agreement, shall refer to all professional staff members represented by the Association in the negotiating unit defined above, and references to male employees shall include female employees.

## **ARTICLE II – GRIEVANCE PROCEDURE**

### **A. DEFINITION OF TERMS:**

A "grievance" shall mean a complaint by an employee (1) that there has been as to him a violation, misinterpretation or inequitable application of any of the provisions of this Agreement, or (2) that he has been treated unfairly or inequitably by reason of any act or condition which is contrary to established Board policy or administrative practice governing or affecting employees. However, the term "grievance" shall not apply to any matter for which (a) a precise method of review is prescribed by law or State Board Rule having the force and effect of law, or (b) the Board is without authority to act. A non-tenure teacher presenting a complaint which arises from not being

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<sup>1</sup> The employees presently employed in the positions of Payroll/Benefits/Purchasing Specialist and Accounts Payable/Transportation Specialist shall maintain and continue to accrue their seniority rights in the event of a layoff. Marlene Rinaldi shall have the first refusal to a secretarial opening in the bargaining unit.

re-employed has the right to use only Levels 1, 2, and 3. (As used in this definition an "Employee" shall mean also a group of employees having the same grievance.)

B. PROCEDURES:

The importance of having grievances processed as quickly as possible suggests that the number of days indicated at each level should be considered as a maximum and every effort made to expedite the process. The time limits may, however, be extended by mutual written agreement. A grievance must be filed within thirty (30) days of the actual event or when the grievant knew or should have reasonably known of said event.

If a grievance is filed too late in the school year to provide time to process it through all the steps in the grievance procedure before the terms end, the time limits set forth in the various steps shall be reduced so that the grievance procedure may be exhausted prior to the end of the school term or as soon thereafter as is practicable. A copy of all correspondence must be sent to the Association and the Board.

Level One:

An employee with a grievance shall discuss it first with his immediate superior, with the objective of resolving the matter informally. If an impasse occurs, a written grievance shall be presented to the immediate superior of the employee, and said employee shall be entitled to a reply, in writing, within five (5) working days of said written complaint.

Level Two:

If the aggrieved is not satisfied with the disposition of this grievance at Level One, he must appeal, in writing, to the Superintendent of Schools within five (5) working days after the decision at Level One, or ten (10) working days after the grievance was presented, whichever is sooner. The Superintendent shall reply in writing, within ten (10) working days from receipt of said appeal.

Level Three:

If the aggrieved is not satisfied with the disposition of his grievance at Level Two, within ten (10) working days from receipt of the reply to his grievance from the Superintendent, said person will inform the Superintendent, in writing, that he wishes a non-public hearing with the Board. The Board shall receive an employee only after the employee has exhausted established methods of seeking redress of grievances in Levels One and Two. The Board shall schedule and conduct a hearing within ten (10) working days of receipt of the appeal to the Board and shall render a decision within ten (10) working days of said hearing.

Level Four:

If an employee still has a grievance at this stage of the proceedings, the employee must, within five (5) working days of receipt of the Board's decision, request in writing, the Professional Rights and Responsibilities committee of the Association to determine if the grievance has merit. If the Professional Rights and Responsibilities Committee finds it has merit, the Committee will notify the Board, in writing, within five (5) working days, which notice will constitute notification of the intention to proceed to arbitration unless stated otherwise. If the Committee finds the case is without merit it will notify, in writing, both the Board and the aggrieved person who may still

continue the case at his own expense. If the aggrieved person chooses to continue the case at his own expense he shall notify the Board, in writing, within five (5) working days after receipt of the notice from the Committee. Application for arbitration must be made, in writing, within five (5) working days after receipt by the Board of the notice of intention to arbitrate the matter, which application shall be made by the Association or the aggrieved person who chooses to continue the case at his own expense.

Level Five:

If the Board and employee or their representatives are unable to reach a harmonious agreement, the matter will be submitted to an arbitrator mutually chosen by the Board and the Association. If mutual agreement on the choice of said arbitrator cannot be reached within five (5) working days an appeal will be made, in writing, to the American Arbitration Association to appoint said arbitrator pursuant to their rules. The decision of the arbitrator shall be submitted to the Board and to the Association and shall be final and binding on the parties.

The costs for the services of the arbitrator, including per diem expenses and the cost of the hearing room, shall be borne equally by the Board and the Association. Any other expense incurred shall be paid by the party incurring same.

C. RIGHTS OF EMPLOYEES TO REPRESENTATION:

The aggrieved employee may be represented at all stages of the grievance procedure by himself or, at his option, by representative(s) selected by himself, or representative(s) chosen by the Association.

When an employee is not represented by the Association, the Association shall have the right to be present at any level and to state its views.

**ARTICLE III – HEALTH INSURANCE:**

- A. The Board shall provide health insurance coverage as contained in the New Jersey School Employees' Health Benefits Plan (the "SEHBP"). The Association agrees to accept the level of coverage/benefits provided by SEHBP. In accordance with State Law, (Chapter 2 P.L. 2010 effective March 22, 2010) the SEHBP shall be provided to eligible employees and dependents at a cost of 1.5% of the employees' pensionable base salary. Eligibility for part-time certificated and non-certificated staff will be consistent with the rules and regulations of the SEHBP and State Law, (Chapter 2 P.L. 2010). Association member shall have the option to have the employee contribution sheltered pre-tax under the district's Section 125 Premium Only Plan. The Board maintains the right to change its insurance coverage upon reasonable notice to the Association, provided that such coverage is equivalent to or better than that being currently provided.
- B. The Board shall provide dental insurance as contained in the Delta Dental Advantage Plus Plan (the "Plan"). The Plan shall be provided to eligible employees and dependents. It is additionally understood that the Dental Insurance provision will reflect that all covered employees and dependents will pay a deductible for dental insurance as follows:

\$50 for individual

\$100 for family (the first two (2) individuals of a family will each pay the \$50 individual deductible, thereby satisfying the \$100 deductible).

This dental deductible shall not apply to preventative or diagnostic dental treatment, which shall not have any deductible. Moreover, the \$50 individual deductible will apply to the \$100 family deductible, when applicable.

Eligibility for part-time certificated and non-certificated staff will be consistent with rules and regulations of the Plan. The Board maintains the right to change its insurance coverage upon reasonable notice to the Association, provided that such coverage is equivalent to or better than that being currently provided.

Part time employees, ineligible under the rules of the SEHBP and State Law (Chapter 2 P.L. 2010) shall receive Board contributions in proportion to the fraction of the week they are employed by the district.

C. The Board shall provide a Prescription-Drug Plan to all eligible employees and dependents at no cost to the employees, with the following co-pays:

\$20.00 – Brand Name

\$10.00 – Generic

\$20.00/\$10.00 – Brand Name/Generic Mail Order (it is agreed and understood that the co-pay for mail order shall be for each 90-day supply)

Part time employees shall receive Board contributions in proportion to the fraction of the week they are employed by the district.

D. The Board shall continue to pay premiums for a Disability Insurance Plan for eligible employees. Employees hired on or after July 1, 1995 are ineligible for this benefit.

E. Employees not eligible for paid health benefits at retirement shall have the opportunity to continue in the plan upon payment of the premium. Employees wishing to avail themselves of this provision shall pay to the Board an amount equal to one quarter of the premium in advance. The Board shall bill the employee at least thirty days prior to the payment due date.

F. Part-Time instructional and non-instructional employees shall be eligible to purchase health insurance and receive a Board contribution in proportion to the work-week, e.g., a Staff Assistant employed 3.8 hrs per day is based on 3.8 divided by seven (7) hours = 54% which represents the Board's contribution towards the cost of benefits.

#### **ARTICLE IV – SALARIES**

A. Instructional Staff Salary Guides – Schedule A1 – A3

B. Non-Instructional Staff Salary Guides – Schedule B1 – B3

C. Staff Assistants Salary Guides – Schedule C1 – C3

D. Extra-Curricular Activities (positions and compensation) – Schedule D1

- E. Custodial/Maintenance personnel are required to possess a Black Seal Boiler License and shall receive a \$450.00 annual stipend, to be included as part of their annual salary. The Board will reimburse employees for the cost of renewal of the Black Seal Boiler License. The Board shall provide for rain gear, steel-toed footwear, uniforms, hooded parkas, snow gear and any other item deemed necessary by the administration to ensure a safe and effective workforce. All employees are required to wear steel-toed shoes as a part of their uniform.
- F. Employees shall be paid on the 15<sup>th</sup> and 30<sup>th</sup> day of each month (15<sup>th</sup> and last day of February). When a scheduled payday falls on a holiday/weekend, employees shall receive their paycheck on the last workday immediately preceding the holiday/weekend.
- G. Employees may individually elect to have a specified dollar amount deducted from their pay and deposited by the Board in an interest bearing account with Tri-Co Federal Credit Union. The Board shall deposit said funds with Tri-Co within 5-calendar days following each payday.
- H. Teachers and Staff Assistants shall receive their last paycheck on the last working day in June, provided the employee has met his/her year-end requirements.
- I. Teachers shall be paid at the rate of \$20.00 per hour for committee work beyond a yearly total of fifteen (15) hours. Teachers shall be paid at the rate of \$20.00 per hour for curriculum writing. In order to be compensable, all such committee work and curriculum writing work must be authorized in advance by the Superintendent.
- J. Miscellaneous:
1. Granting of increments shall be in accordance with applicable statutes. Additionally, all employees must work a minimum of forty-five (45) actual workdays, (not including sick leave, vacation leave, personal days, and/or compensatory time off) to advance to the next step of the Salary Guide in the subsequent school year.
  2. Salary guide credit for military service shall be granted in accordance with N.J.S.A. 18A:29-11.
  3. Newly employed teachers shall not be placed on the salary guide at a step or training column higher than an already employed teacher of comparable professional experience or preparation.
  4. Teachers losing a preparation period for the purpose of covering a class shall be compensated at the rate of \$17.00 per period.
  5. Custodial/Maintenance employees shall be permitted to attend the NJEA convention for up to two (2) days provided there is at least one (1) qualified custodial/maintenance employee available to cover each school building.
  6. Assistant Maintenance Man shall receive an additional \$1,500.00 to base pay.
  7. District Substitute Caller shall receive an additional \$5,000.00 to base pay.

8. All School Nurses will be afforded up to two (2) additional days of compensation at their per diem rate for any work they perform during the summer when getting ready for the upcoming school year.

## **ARTICLE V – LONGEVITY**

Longevity payments shall begin on the anniversary date of the employee's initial employment if that date differs from the start of the work year. If that is the case, the employee shall receive a pro-rated portion of the longevity due him or her. Unpaid leave of absence time shall not be included in calculating length of service.

A. Longevity compensation shall be granted as follows:

1. Effective July 1, 2011, longevity compensation for newly hired employees shall be eliminated. All employees hired prior to this date are not affected.
2. Effective July 1, 2001, the \$250.00 longevity payment for employees having completed ten (10) years of full time service in the district has been eliminated. Only those employees receiving that payment as of that date will continue to do so.
3. The sum of \$650.00 at the completion of fifteen (15) years of full time service in this District.
4. The sum of \$1,150.00 at the completion of twenty (20) years of full time service in this District.
5. Longevity payments shall be pro-rated for part-time employees. It is understood that the longevity payment shall be pro-rated – not the years of service.
6. For purposes of prorating part-time longevity, full-time for secretaries, custodians and staff assistants is defined as follows:
  - a. Secretary – 7 ½ hour day.
  - b. Custodians – 8 hour day.
  - c. Staff Assistants – 5 ½ hours or more.

## **ARTICLE VI – WORK HOURS, HOLIDAYS, VACATIONS, WORK YEAR – SUPPORT STAFF**

### **A. SECRETARIAL WORK HOURS**

The work week for secretaries shall be 7 ½ hours per day when school is in session and 5 ½ hours per day when school is closed during the latter part of June, July, August, winter break and spring break; provided, however, that the Administrators may require, at their discretion, secretaries work up to two (2) additional hours per day at straight time hourly rates.

### **B. CUSTODIAL AND MAINTENANCE WORK HOURS/WORK YEAR**

The work day for custodial and maintenance employees shall be eight (8) hours per day, five (5) days per week. The work year shall be July 1 through June 30.

## C. STAFF ASSISTANTS' WORK YEAR

Staff Assistants shall work the teachers' work year and shall be required to attend all in-service training. Staff Assistant's shall be afforded a fifteen (15) minute break per workday.

## D. TWELVE MONTH SECRETARIAL AND CUSTODIAL EMPLOYEES HOLIDAYS

The FPEA acknowledges that all ten (10) month secretaries will become twelve (12) month secretaries effective July 1, 2008 subject to the terms and conditions contained below.

Independence Day	New Year's Eve Day
Labor Day	New Year's Day
Thanksgiving Day	Presidents' Day
Day after Thanksgiving Day	Good Friday
Christmas Eve Day	Memorial Day
Christmas Day	

Where a holiday enumerated above shall fall on a Saturday, it shall be observed on the preceding Friday and where a holiday shall fall on a Sunday, it shall be observed on the following Monday. A work calendar, illustrating these holidays, shall be distributed by the Board, not later than June 15 of each year for the following year.

## E. 1. Full-time secretarial and custodial/maintenance employees shall receive vacation days upon the completion of the following service:

Completion of one (1) to five (5) years of service	-	10 vacation days
Completion of six (6) years to ten (10) years of service	-	17 vacation days
Completion of eleven years of service	-	20 vacation days

Upon the prior approval of the Superintendent, an employee may carry a maximum of five (5) vacation days into the following year.

2. Twelve (12) month support staff may request to take one (1) week of allotted vacation time while school is in session, upon thirty (30) days advanced notice to the Superintendent. Requests are subject to the Superintendent's approval, which shall be based on staffing needs of the District and such approval shall not be unreasonably withheld.
3. When the Superintendent and/or his designee close school for inclement weather, twelve (12) month secretaries are not required to report to work and shall not be charged for the time. The day shall count as a day worked.

## ARTICLE VII – SICK LEAVE

### A. PROFESSIONAL STAFF

1. An employee shall be entitled to absence, without deduction of salary, for personal illness, according to the following schedule, provided the employee shall notify the appropriately designated person by 6:30am. A physicians note may be required if a sick day is taken immediately prior to or after a holiday.

Number of Days in Contracted or Regular Work Week of Employee	Sick Leave Days per School Year
5	10
4	8
3	6
2	4
1	2

2. The number of sick leave days indicated in this schedule and not used shall accumulate from year to year.
3. Teachers shall be given a written accounting of accumulated sick leave days no later than September 30<sup>th</sup> of each year.
4. The Board of Education may, at any time, require a physician's certificate as proof of illness when sick leave is claimed.

#### B. SUPPORT STAFF

An employee shall be entitled to absence, without deduction in pay, for personal illness according to the following schedule:

1. Secretaries on a 10-month contract – eleven (11) days per year.
2. Employees on a 12-month contract – twelve (12) days per year.
3. Employees who work less than a full week – two (2) days per year for each day per week worked.
4. The number of sick leave days indicated above and not used shall accumulate from year to year.
5. The Board of Education may, at any time, require a physician's certificate as proof of illness when sick leave is claimed.

#### C. COMPENSATION FOR UNUSED SICK DAYS

1. Professional staff and/or non-professional staff members who retire based on service age from the state administered retirement system with at least ten years service to the Board shall be paid for their unused accumulated sick days at the rate of one for every four days accumulated at the per diem rate in effect the year of retirement. In no event, however, shall an employee's individual payment exceed \$15,000.00.
  - a. Notice of intention to claim benefits provided herein must be made, in writing, to the Superintendent of Schools on or before October 1<sup>st</sup> of the prior school year in which the retirement becomes effective (e.g., if planning to retire June 30th, notification to the Board must be received prior to October 1<sup>st</sup> of the previous year). After approval by the Board,

employees shall have the option of receiving said compensation in one lump sum upon retirement, or in one lump sum after January 1<sup>st</sup> of the next school year following retirement (payment is by separate check and not part of employee's regular compensation). Additionally, if notification is received prior to October 1<sup>st</sup> of the previous year, the employee may elect to defer the accumulated unused sick pay to the approved existing Tax Shelter Annuity Account by December 31<sup>st</sup> in the year of retirement. The Tax Shelter Annuity (403B) must be consistent with applicable IRS regulations.

In the event an employee fails to give adequate notice as prescribed in this agreement by October 1<sup>st</sup> and, subsequently, that employee or immediate family member experiences an illness or personal circumstance that necessitates such retirement, the employee shall give notice as soon as possible prior to the end of the school year. In this respect, however, the Board reserves the right to defer payment of all or part of the benefit to the school year following retirement.

## **ARTICLE VIII – EXTENDED LEAVES OF ABSENCE**

The parties to this agreement acknowledge that the following provisions will be applied in conformance with the Federal Medical Leave Act ("FMLA") and/or the New Jersey Family Leave Act ("NJFLA") and the applicable regulations.

### **A. MATERNITY LEAVE FOR TENURED TEACHERS:**

1. Natural Birth - The Board shall grant maternity leave, without pay, to any female teacher under tenure for a period not to exceed two (2) years upon request subject to the following stipulations and limitations:
  - a. Maternity leave shall commence and terminate on the dates requested by the teacher as specified to the Superintendent, in writing, at least sixty (60) days prior to the date on which her leave is to begin.

In the event the teacher's physician certifies to the Board that termination of employment in less than sixty (60) days is necessary to protect the health of the mother and/or child, the Board will permit such earlier commencement of leave as is required by the circumstances. In addition to the sixty (60) days' notice, the teacher shall advise the Superintendent during the first three (3) months of her pregnancy of the fact of her pregnancy and of her prospective plans for taking maternity leave. The teacher shall provide the Superintendent with her best estimate of when the maternity leave will commence and terminate. Said preliminary advice shall not be binding upon the teacher and shall not be deemed to be in lieu of the formal notice required above.

- b. The Board may require a teacher, during her pregnancy, to produce a certificate from her physician stating that she may continue working effectively at the duty to which a teacher has been assigned. The Board shall not require the teacher to produce such a certificate (updated) more than once every thirty (30) calendar days.
- c. Physical Incapacity – The Board may require a pregnant teacher to commence her maternity leave prior to the time period stipulated above if her physical condition or capacity is such that her health would be impaired if she were to continue teaching, or if her

teaching performance has substantially declined from the time immediately prior to her pregnancy and which physical incapacity shall be deemed to exist only if:

- The pregnant teacher fails to produce a certificate from her physician stating that she is medically able to continue teaching; or
  - The Board of Education's physician and the teacher's physician agree that she cannot continue teaching; or
  - Following any difference of medical opinion between the Board's physician and the teacher's physician, the Board requests expert consultation in which case the Board's physician and the teacher's physician shall mutually agree upon an impartial third physician who shall examine the teacher and whose medical opinion shall be conclusive and binding on the issue of medical capacity to continue teaching. The teacher and the Board shall share the expense of an examination by an impartial third physician pursuant to this Article equally.
- d. No teacher shall be prevented from returning to work on the grounds that there has not been a time lapse between childbirth and the desired return. The Board may require a teacher, after birth of her child, to produce a certificate from her physician showing that she is physically capable of resuming her duties. If the Board's physician is in disagreement, that conflict of medical opinion shall be resolved in the same manner as set forth above in (c).
- e. Any maternity leave requested to terminate on a date other than September 1 may be extended within the two (2) year limitation provided that such extension is requested in writing at least ninety (90) days prior to the originally requested date.
- f. Any teacher granted maternity leave without pay according to the provisions of this Article may, at her discretion, elect to substitute all or any part of her accumulated sick leave in lieu thereof during the period commencing 30 days prior to delivery and ending 30 days after delivery. This period may be extended where the employee's physician demonstrates the need for such extended sick leave.

## 2. Adoption

Any teacher adopting a child shall receive similar leave which shall commence upon his/her receiving de facto custody of the said child, provided, however, the teacher adheres to the notice requirements above, where applicable.

## 3. Substitute Work

Following childbirth or adoption, no teacher on maternity leave shall, on the basis of said leave, be denied the opportunity to substitute in the Florham Park School district in the area of his/her certification or competency.

## **B. MATERNITY LEAVE FOR NON-TENURED TEACHERS:**

A non-tenured teacher who is pregnant shall be permitted to continue to work until such time as the School Physician shall certify to the Board that, in the physician's opinion, said teacher's pregnancy interferes with her proper and effective performance of the duties to which she has been assigned. A non-tenured teacher who complies with the requirements above, concerning maternity leave for tenured teachers, shall be granted maternity leave at the discretion of the Board, provided, however, absence of any non-tenured teacher beyond the school year (current) for which she was originally hired or to offer tenure or a new contract to a non-tenured teacher who would not have otherwise obtained it. No period of time while on maternity leave shall be credited to such non-tenured teacher with respect to acquiring status as a tenured teacher.

## **C. MATERNITY LEAVE – TENURED SUPPORT STAFF:**

A tenured employee may be granted up to one (1) year's leave of absence, without pay, as a maternity leave of absence. Request for maternity leave of absence should be instituted no later than two (2) weeks prior to the end of the fifth month. An employee shall be required to notify the Superintendent during the first three (3) months of pregnancy. The Board may require a physician's authorization for an employee to continue working during pregnancy.

None of the terms of this Article, Sections A, B or C shall affect the Superintendent's responsibility and authority to determine the ability of an employee to properly and effectively perform the duties to which she is contracted.

## **D. MISCELLANEOUS LEAVES OF ABSENCE:**

1. A leave of absence of up to one (1) year, without pay, may be granted for the purpose of caring for a sick member of the employee's immediate family.
  2. The Board for good reason may grant other leaves of absence, without pay.
- E. Upon return from leave granted pursuant to these Sections an employee shall be placed on the salary step on the level at which he or she was located at the time of taking leave. All benefits to which an employee was entitled at the time his leave of absence commenced, including unused accumulated sick leave remaining after the leave, and credits toward sabbatical eligibility, shall be restored to him upon his return and he shall be assigned to the same position, if available, which he held at the time said leave commenced.
- F. Except as otherwise expressly provided hereinabove, all extensions or renewals of leaves shall be applied for in writing by March 1 of the school year during which the leave expires. Approvals or rejections of such requests shall be sent in writing to the employee by April 15 of that year.

## **ARTICLE IX – TEMPORARY ASSIGNMENTS/SUPPORT STAFF**

An employee required to perform the duties of a higher job classification shall be paid a premium of twenty percent (20%) per hour in addition to the regular rate of pay after two (2) continuous days of such performance retroactive to the first day.

## **ARTICLE X – TEMPORARY LEAVES OF ABSENCE**

### **A. PERSONAL LEAVE DAYS WITH PAY**

1. An allowance of three (3) days in total for categories (a) through (d) below, upon written request to the Superintendent and with his approval, shall be granted for the following reasons:
  - a. Court subpoena
  - b. Personal business, which cannot be handled outside of school hours.
  - c. Employee receiving a degree and/or attending graduation of an immediate family member (minimum 30 days notice required)
  - d. Any other emergency or urgent reason not included in (a) through (c) above (approval of the Superintendent required)
2. All personal days provided under A.1 of this Article, which are not used, shall rollover and be calculated in an employee's accumulated sick leave days.
3. Employees shall be granted three (3) days per year, with pay, for absence due to illness in the immediate family when the presence or immediate assistance of the employee is required. The employee's immediate family shall be defined as follows: father, mother, spouse, child, brother, sister, grandchild or any member of the immediate household. A maximum of two (2) unused "family illness" days shall rollover and be calculated in an employee's accumulated sick leave days.
4. No personal days may be taken prior to or after a holiday (unless approved by the Superintendent of Schools).

### **B. BEREAVEMENT LEAVE WITH PAY**

Any Bereavement Leave with pay provided for herein is for the sole purpose of arranging and attending funeral services and providing for a reasonable mourning period.

#### **1. Death in the Immediate Family:**

No salary deduction shall be made for absence from school duties resulting from death of father, mother, spouse, civil union partner as defined by New Jersey law, child, brother, sister, grandchild, grandparents, mother-in-law, father-in-law, out of state sister-in-law or brother-in-law or any member of the immediate household, providing that such absence is limited to a maximum of five (5) school calendar days. Any days taken after five (5) days from the time of death must be approved by the Superintendent and must be related to duties of Executor of the Estate. In calculating the allowable number of days under this paragraph, "school calendar" days shall include days which fall in school vacation periods or which are school holidays.

#### **2. Death of Other Relative**

An allowance of three (3) days shall be granted for the death of an in-state sister-in-law or brother-in-law. An allowance of one (1) day's leave shall be granted for all other relatives. Employees shall be allowed an additional one (1) day for a one (1) day bereavement leave if such funeral is out of state. The employee shall provide proof to the Administration that the funeral is out-of-state.

### C. MISCELLANEOUS PROVISIONS

1. Application for temporary leave shall be made at least fourth-eight (48) hours prior to the day requested. In emergency situations, such notice shall be given as soon as practicable within the forty-eight (48) hours.
2. Requests for additional days under this Article may be granted upon the discretion of the Superintendent.
3. Salary deductions for days absent over and above the time provided in this Article shall be on the basis of 1/200<sup>th</sup> of the yearly salary exclusive of insurance and pension of ten month employees and on the basis of 1/240<sup>th</sup> of the yearly salary exclusive of insurance and pension of twelve month employees for each day.
4. Paragraphs B.1 and B.2 of this Article shall be valid only if the employee notifies the appropriately designated person at least sixty (60) minutes prior to the normal time the employee is expected at school.

### **ARTICLE XI – TEACHER/ADMINISTRATION RELATIONS**

Both the Association and the Board recognize the importance of effective communications and working relations between the staff, District Administrators and The Board. Most operating problems must be resolved on that level rather than brought to the negotiating table. The purpose of this Article is to provide agreement that standing committees shall be established to ensure prompt, efficient disposition of any problems relating to working conditions and operating facilities; curriculum matters are to be resolved through the Superintendent of Schools.

Of the committees referred to above, there shall be one (1) committee called the Teacher, Administrator, Board Committee (TAB), and one (1) for each building in the District called the Building Council Committee.

#### A. TEACHER/ADMINISTRATOR/BOARD (TAB) COMMITTEE

Organization and operation of the “TAB” Committee shall be according to the following guidelines:

1. The intent of the Committee will be to establish effective communications between the staff, administrators and The Board.
2. The committee shall consist of:
  - a. Two teachers from each building selected by the Association.
  - b. All administrators.
  - c. The Superintendent and Business Administrator.
  - d. The President of the Association.

3. The Committee shall meet four (4) times during the school year. The meetings will be held during dinner hours. The dates will be determined by mutual agreement.
4. The Committee will elect its own Chairman and Recorder. Neither the Superintendent nor the President of the Association shall hold either position.
5. Members of the Committee shall have the responsibility of communicating back to the group they represent on discussions held at the Committee Meeting. The Principals shall set aside a time period at their building meetings for such report.
6. This Committee shall have no official administrative or policy adoption authority, rather it will serve as a means of communication and advisement only. Furthermore, issues being addressed are not matters for negotiations.
7. The minutes of each meeting are to be kept and distributed to all professional staff employees.
8. The agenda shall be prepared by mutual agreement and such agenda shall be prepared in written form by the Superintendent and shall be distributed to all Committee members not less than two (2) working days prior to the meeting. Additional items may be put on the agenda at the time of the meeting, with the affirmative vote of the majority of its members and the consent of the Superintendent.

## B. BUILDING COUNCIL COMMITTEE

### ORGANIZATION OF THE BUILDING COUNCIL COMMITTEES

The Building Principal and the Association Senior Faculty Representative shall be permanent members of the Building Council Committee and will determine the membership and operating method of the Committee at their schools. The Building Council Committee will consider matters of direct concern to the specific schools represented by said committee. Matters not resolved at the Building Council Committee shall be referred to the District Council Committee.

## **ARTICLE XII – SABBATICAL LEAVE**

- A. A sabbatical leave may be granted by the Board of Education to a teacher who has completed ten (10) or more years of continuous service in the Florham Park Schools, upon recommendation of the Superintendent, for study or for other reasons of value to the school system, subject to the following conditions:
  1. Request for sabbatical leave must be received by the Superintendent, in writing, in such form as may be mutually agreed upon by the Florham Park Board of Education and the Superintendent no later than December 1<sup>st</sup> prior to the year for which absence is requested. Action must be taken on all such requests no later than March 1<sup>st</sup> of the school year preceding the school year in which the sabbatical is requested.
  2. No more than two (2) teachers of the system shall be granted a sabbatical leave for the same year.
  3. The salary granted for one (1) year's sabbatical leave shall be one-half (1/2) of the salary the teacher would be entitled to if not on leave. Regular deductions for the teacher's pension fund

and other authorized deductions shall be deducted from said salary on a monthly basis. Tenure rights shall be without prejudice. Salary payments shall be made in accordance with the schedule for payment of salaries in the school system.

4. Upon return from sabbatical leave, a teacher shall be placed on the salary schedule at the level, which he would have achieved had he remained actively employed in the system during the period of his absence. The teacher shall retain all previously accrued benefits.
5. As a condition to the granting of a sabbatical leave, the teacher shall have agreed to continue in the service of the Florham Park Schools for a period of at least two (2) years after the expiration of the leave of absence. Failing to so continue service, the teacher shall repay, on demand, to the Board of Education the full salary received while on leave, unless such teacher is incapacitated, has been discharged or has been released for good and sufficient reasons by the Board of Education from his obligation.
6. Applicants for a sabbatical shall agree to abide by all written conditions of policy set by the Board of Education to govern such leaves of absence.
7. Teachers on such leaves may not associate for compensation with any person, persons or organizations during the leave except when the Board of Education approves such association as beneficial to this school system and upon conditions as prescribed by them.

### **ARTICLE XIII – TEACHER WORK YEAR**

The teacher's work year shall be 186 days and shall not mirror student's calendar. Any unused snow days shall be returned with dates chosen at the Superintendent's discretion. Effective July 1, 2011 the district shall recognize and schedule the Friday before the President's Day Holiday as a holiday for teaching staff members.

### **ARTICLE XIV – TEACHING HOURS AND TEACHING LOAD**

#### **A. TEACHER DAY**

##### **1. Check-in Procedure**

As professionals, teachers are expected to devote to their assignments the time necessary to meet their responsibilities, but they shall not be required to "clock-in or clock-out" by hours and minutes. Teachers shall indicate their presence for duty by placing a check mark in the appropriate column of the faculty "sign-in" roster, except for situations where the administrator in charge has determined that an individual teacher has repeatedly arrived later than the agreed arrival time without a justifiable reason. In those situations, the administrator must give written notice to the teacher that a "clock-in" procedure will be implemented if abuses continue.

##### **2. The workday for teachers shall consist of seven hours. The arrival and departure times for staff are as follows:**

Brooklake School	8:15am and 3:15pm
Briarwood School	8:15am and 3:15pm
Ridgedale School	7:40am and 2:40pm

Any modification in arrival and departure times in excess of  $\frac{1}{2}$  hour is subject to negotiation between the Association and the Board, provided that agreement cannot be reached between the Administration and the Representative Council of the Association. Such above modification shall not in any way change the length of the school day.

3. Teachers may be assigned, on a rotating basis, to supervise pupils during the period between 8:15am and 8:40am at the elementary schools and from 7:40 am to 7:55 am at the middle school, without additional compensation. Teachers may be assigned, on a rotating basis, to supervise pupils during the dismissal period without additional compensation. The Board shall establish a rotating roster and assignments shall be made on the basis thereof. Every effort will be made to equalize such assignments among the teaching staff at each building.

#### B. TEAM MEETINGS

Elementary school teachers (grades K-5) shall utilize the time between 8:15am and 8:30am as a team period on two (2) days per week. The Board shall determine, in advance, which two (2) days of the week the team meetings shall be held for the year. The content of the team meetings shall not impinge upon any activity in this agreement for which employees receive a stipend (i.e. committee work or curriculum development).

#### C. NON-TEACHING PERIODS

1. Each teacher is entitled to a duty free lunch period of duration equal to the student's standard lunch period and is permitted to absent himself from the building during that period.
2. Each teacher is entitled to an average over the school year of one (1) preparation period of each full school day and shall be expected to use that time in educationally related matters.

### **ARTICLE XV – PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT**

#### A. TUITION REIMBURSEMENT

1. Teaching staff members, during their first two (2) years of employment in the district, are not eligible to participate in the tuition reimbursement program.
2. Tuition reimbursement shall not exceed the current Rutgers per credit rate or the actual per credit rate paid if lower than the current Rutgers per credit rate. It is expressly agreed and understood that the actual per credit rate of reimbursement can vary based on the institution attended by the teacher, but in no event shall the actual per credit rate exceed the current Rutgers per credit rate. The actual credit reimbursement will be calculated by dividing the total funds per period plus applicable carry over funds by the total pre-approved credits satisfying all requirements for reimbursement.
3. Total reimbursement shall not exceed \$30,000.00, \$25,500.00 and \$20,000.00 per year in the years 2010/2011, 2011/2012 and 2012/2013 respectively. Additionally, in each year the applicable total will be divided into two equal amounts per period. The first amount will be applied to approved courses which begin during the period July 1<sup>st</sup> through December 31<sup>st</sup> (also referred to as "summer/fall courses") and the remaining amount will be applied to approved

courses which begin during the period of January 1<sup>st</sup> through June 30<sup>th</sup> (also referred to as "winter/spring courses"). Any unused portion will not be carried over to the next school year.

4. Reimbursement for courses shall be limited to nine (9) credits per contract year per teacher.
5. Reimbursement shall be made provided that:
  - a. an official transcript showing successful completion of course or courses is submitted with a grade of B or better and receipt of the bill for tuition costs paid is submitted to the Office of the Business Administrator. Said documents shall be provided no later than February 15<sup>th</sup> and July 31<sup>st</sup> for the applicable period. Upon satisfactory completion, reimbursement will be made no later than March 1<sup>st</sup> and August 15<sup>th</sup>.
6. Approval for summer courses will be made only to those under contract for the subsequent school term.

#### B. SALARY ADJUSTMENT PROFESSIONAL STAFF

1. Retroactive salary adjustment will be made to September 1<sup>st</sup> when a teacher qualifies for a higher salary through change in certification, degree, thirty (30) credits beyond the Bachelor's Degree (in 1990-1991 and thereafter), or thirty (30) credits beyond the Masters Degree, if such qualifications are completed on or before February 1 of the current school year and certified by the Superintendent.

#### C. SUPPORT STAFF – WORKSHOPS, ETC.

1. The Board agrees to pay up to \$100 per year for workshops, seminars and non-college credit courses taken by employees. Application for approval from the Superintendent shall be made in advance of taking the courses. To be approved, courses must, in the reasonable judgment of the Superintendent, be related to the employee's work assignment.

#### D. IN-SERVICE DAYS

1. There shall be three (3) in-service days in addition to regularly scheduled work days.

### **ARTICLE XVI – EMPLOYEES INVOLVED WITH EXTRACURRICULAR ACTIVITIES**

All employees will provide the Board with sixty (60) days advance written notice should they resign from an extra-curricular activity. In the event that sixty (60) days notice is not possible due to an emergent event or because the employee has been terminated or resigned and is permitted to leave the district with less than sixty (60) days notice, the sixty-day (60) notice provision shall be waived.

### **ARTICLE XVII – RIGHTS OF THE BOARD OF EDUCATION**

The Board reserves to itself all rights of management of the School District and full jurisdiction and authority over matters of policy, rules and regulations and practices in furtherance thereof, and reserves, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the Constitution and laws of the State of New Jersey and of the United States.

## **ARTICLE XVIII – USE OF FACILITIES**

- A. The Association shall be entitled to use school buildings upon reasonable notification to the Building Principal and the School Business Administrator, provided that the room is not otherwise in use and that such meeting does not interfere with normal school operations. The Association shall have the right to use inter-office mail for the purpose of sending Association business, excluding notices of a political nature. The Association shall provide proof of insurance as required by Board Policy.

## **ARTICLE XIX – MISCELLANEOUS**

- A. Both the Association and the Board agree that the students of Florham Park are entitled to the best education possible, and both agree to continue to strive toward the realization of that goal. This may include meeting with individual students during, before, and after school or at times mutually agreeable with the teacher and the student to clarify homework assignments and discuss various areas of concern.
- B. If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to any law or regulation having the effect of law by the final decision of any Court, Body or Agency of competent jurisdiction, then such provisions or application of such provision shall be deemed not valid and not subsisting except to the extent permitted by law, but all other provisions shall remain in full force and effect.

It is the intent of the parties that all of the provisions of this Agreement shall be construed to be in accord with existing constitutional, statutory, decisional, and regulatory law.

- C. This Agreement represents and incorporates the complete and final understanding and settlement by the parties of all issues which were or could have been the subject of negotiations. During the term of this Agreement, neither party will be required to negotiate with respect to any such matter, whether or not covered by this Agreement, and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.
- D. This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.
- E. Representative(s) of the Association and member(s) of the Board shall meet on a regular basis to discuss issues of mutual interest. Such meetings shall occur at least quarterly. Meetings shall occur at a time and place mutually agreeable to the representatives of the Association and members of the Board.
- F. Copies of this Agreement shall be presented to all employees now employed or hereafter employed by the Board.
- G. To the extent available all employees, upon employment in the district shall receive, in writing, a description of all benefits available to them.
- H. Non-resident employees may enroll their children in the Florham Park School District (K-8) at no tuition cost to them, provided there is no additional costs to the School District, i.e., do not require employment of any additional certified or support staff, transportation or other related services,

beyond the regular course of doing business. The Board will notify any non-resident teacher who wishes to enroll or re-enroll his/her child in the school district by May 15 as to whether their child will be enrolled in the next school year. Enrollment will be based on a first come first served basis.

## **ARTICLE XX – REPRESENTATION FEE**

- A. Any employee, represented by the Association, who chooses not to join the FPEA and its affiliates, shall pay a representation fee in accordance with the provisions of Chapter 477, P.L. 1979.
- B. The Board agrees to implement payroll deduction as is presently operative in the district for dues and shall include collection and transmittal of this fee pursuant to the present procedure in accordance with Chapter 2-3, P.L. 1969 (NJS 52:14-5.9e).
- C. The Association represents and agrees that membership in the Association is available to all eligible employees represented by it on an equal basis and that the Association has established and shall maintain a demand and return system which complies with the requirements by law.
- D. The Association agrees to notify the Board of the amount of the Representation Fee to be collected for each listed non-member of the Association. Said fee shall be no more than the maximum permitted by law.
- E. The Association agrees to indemnify and hold the Board harmless against any and all claims, demands, suits and other forms of liability including all costs and expenses associated therewith, including reasonable attorneys' fees that arise out of any action taken by the Board in conformance with this provision.

## **ARTICLE XXI – VACANCIES AND NEW POSITIONS**

### **A. VACANCIES**

In the event that a vacancy is created in an existing position in the District during the school year, the Board shall post a notice of such vacancy in a conspicuous location at least seven (7) calendar days prior to the appointment of an employee to fill the position.

If the vacancy occurs during the summer recess, the Board shall post the notice of same in a conspicuous location and shall forward written notice to the President of the Association and to not more than three (3) additional Association representatives as designated by the Association before the end of each school year. Such posting and written notice shall be effected at least fourteen (14) days prior to the appointment of a replacement for the position.

The notice of such vacancy shall include a brief description of the duties and qualifications for the position.

### **B. NEW POSITIONS**

In the event that the Board elects to create a new position in the District during the school year, the Board shall post a notice of such new position in a conspicuous location at least fourteen (14) calendar days prior to the appointment of an employee to fill the position.

If the new position occurs during the summer recess, the Board shall post the notice of same in a conspicuous location and shall forward written notice to the President of the Association and to not more than three (3) additional Association representatives as designated by the Association before the end of each school year. Such posting and written notice shall be effected at least fourteen (14) days prior to the appointment of a replacement for the position.

The notice of such new position shall include a brief description of the duties and qualifications for the position.

#### C. BOARD RIGHTS

Nothing in this Article shall limit or restrict the Board's rights to determine and/or modify the qualifications for any position in the District. The Board shall retain the absolute right to determine, in accordance with applicable laws and regulations, whom may be appointed to any position in the District.

#### D. SUPPORT STAFF SENIORITY

In the event of any reduction of force (RIF), district wide seniority shall apply. In the event that a vacancy occurs after the RIF, employees who were laid off shall be entitled to recall in order of seniority, provided that they give written notice of their intention to return to work within (60) days following notice of recall. Seniority shall be categorized for staff assistants, custodians and secretaries and shall accrue in all categories in which the employee has worked; provided, the employee is qualified for the position within such category.

### **ARTICLE XXII – PERSONNEL FILES**

1. An employee shall have the right, upon reasonable advance notice, to review the contents of his/her personnel file and to receive a copy of any document (other than pre-employment documents) contained therein. An employee shall be entitled to have representative(s) of the Association accompany him/her during such review.
2. At least once every seven (7) years an employee shall have the right to indicate those documents in his/her file which he/she believes to be obsolete or otherwise inappropriate to retain. Said documents shall be reviewed by the Superintendent or his/her designee and if, at the discretion of the Superintendent they are deemed to be obsolete or otherwise inappropriate to retain, they shall be destroyed. A record of any person reviewing a personnel file shall be kept with the file.
3. No material derogatory to an employee's conduct, service, character or personality (other than pre-employment materials) shall be placed in his/her file unless the employee has had an opportunity to review the material.
4. The employee shall acknowledge that he/she has had the opportunity to review the material by affixing his/her signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof.
5. The employee shall also have the right to submit a written answer to such materials and his/her answer shall be attached to the file copy.

### **ARTICLE XXIII – DURATION OF AGREEMENT**

This Agreement shall be effective as of July 1, 2010 through June 30, 2013. This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated unless the parties agree and execute a written Memorandum of Understanding of this Agreement.

FLORHAM PARK EDUCATION  
ASSOCIATION

By: Jeffrey Sweeney

ATTEST:

Chayl Was  
Secretary

BOARD OF EDUCATION OF FLORHAM  
PARK, MORRIS COUNTY, NEW JERSEY

By: Kevin J. DeConcini

ATTEST:

Joh Caylor  
Board Secretary

This agreement between the Florham Park Education Association and the Board of Education of Florham Park, Morris County, New Jersey, for the school years 2010-2013 is hereby ratified:

For the Florham Park Education Association

President

Jeffrey Sweeney

Witness

Chayl Was

For the Board of Education of Florham Park

President

Kevin J. DeConcini

Witness

Joh Caylor



**Schedule A1    2010-2011 SALARY GUIDELINES - INSTRUCTIONAL**

<b>STEPS</b>	<b>BA</b>	<b>BA + 30</b>	<b>MA</b>	<b>MA + 30</b>
1-2	46,690	49,735	51,765	53,795
3	47,437	50,531	52,593	54,656
4	48,196	51,340	53,435	55,531
5	50,245	53,521	55,705	57,891
6	52,254	55,662	57,934	60,206
7	53,821	57,332	59,672	62,012
8	55,032	58,622	61,015	63,407
9	56,271	59,941	62,387	64,834
10	57,396	61,140	63,635	66,130
11	58,544	62,363	64,908	67,453
12	60,008	63,922	66,530	69,140
13	61,808	65,839	68,527	71,213
14	63,817	67,979	70,754	73,529
15	65,891	70,188	73,053	75,918
16	68,857	73,347	76,340	79,334
17	72,298	77,014	80,158	83,301
18	77,360	82,020	84,967	88,299
19	83,549	87,791	90,235	93,350



**Schedule A2 2011-2012 SALARY GUIDELINES - INSTRUCTIONAL**

<b>STEPS</b>	<b>BA</b>	<b>BA + 30</b>	<b>MA</b>	<b>MA + 30</b>
1	47,389	50,347	52,340	54,333
2-3	48,189	51,197	53,224	55,251
4	48,989	52,047	54,107	56,168
5	49,789	52,897	54,991	57,085
6	51,589	54,809	56,979	59,149
7	53,439	56,774	59,022	61,270
8	54,979	58,411	60,723	63,036
9	56,174	59,680	62,043	64,406
10	57,299	60,875	63,286	65,696
11	58,424	62,071	64,528	66,986
12	60,049	63,797	66,323	68,849
13	61,724	65,577	68,173	70,769
14	63,449	67,409	70,078	72,747
15	65,224	69,295	72,039	74,782
16	67,049	71,234	74,054	76,874
17	69,874	74,235	77,174	80,113
18	73,699	78,299	81,399	84,499
19	78,524	83,254	86,245	89,628
20	84,349	88,561	91,035	94,150



**Schedule A3      2012-2013 SALARY GUIDELINES - INSTRUCTIONAL**

<b>STEPS</b>	<b>BA</b>	<b>BA + 30</b>	<b>MA</b>	<b>MA + 30</b>
1	47,500	50,420	52,388	54,356
2	48,400	51,376	53,381	55,386
3-4	49,315	52,347	54,390	56,433
5	50,265	53,355	55,438	57,521
6	51,215	54,364	56,486	58,608
7	52,690	55,929	58,113	60,296
8	54,255	57,591	59,839	62,087
9	55,820	59,252	61,565	63,877
10	57,385	60,913	63,291	65,668
11	58,950	62,574	65,017	67,459
12	60,515	64,236	66,743	69,250
13	62,080	65,894	68,469	71,041
14	63,645	67,558	70,195	72,832
15	65,210	69,219	71,921	74,623
16	66,825	70,933	73,702	76,471
17	68,490	72,701	75,539	78,376
18	71,155	75,530	78,478	81,426
19	74,820	79,420	82,520	85,620
20	79,485	84,273	87,300	90,725
21	85,150	89,487	92,086	95,326



<b>Schedule B1 2010-2011 SALARY GUIDELINES - NON-INSTRUCTIONAL</b>				
<b>STEPS</b>	<b>12 MONTH SECRETARY</b>	<b>DAY CUSTODIAN</b>	<b>NIGHT CUSTODIAN</b>	<b>SENIOR CUSTODIAN</b>
1	44,000	36,225	37,131	44,825
2	45,274	36,930	37,853	45,530
3	46,274	38,130	39,083	46,730
4	47,474	39,330	40,313	47,930
5	48,874	40,530	41,543	49,130
6	50,874	41,730	42,773	50,330
7	52,974	42,930	44,003	51,530
8	54,274	44,130	45,233	52,730
9	56,124	45,330	46,463	53,930
10	58,124	46,630	47,796	55,230
11	60,124	47,930	49,128	56,530
12	62,174	49,230	50,461	57,830

<b>Schedule B2 2011-2012 SALARY GUIDELINES - NON-INSTRUCTIONAL</b>				
<b>STEPS</b>	<b>12 MONTH SECRETARY</b>	<b>DAY CUSTODIAN</b>	<b>NIGHT CUSTODIAN</b>	<b>SENIOR CUSTODIAN</b>
1	43,500	36,250	37,156	44,850
2	45,023	37,568	38,507	46,168
3	46,598	38,243	39,199	46,843
4	48,229	39,443	40,429	48,043
5	49,917	40,643	41,659	49,243
6	51,664	41,843	42,889	50,443
7	53,473	43,467	44,554	52,067
8	55,344	44,679	45,796	53,279
9	57,281	45,891	47,038	54,491
10	59,286	47,204	48,834	55,804
11	61,361	48,517	49,730	57,117
12	63,386	49,830	51,075	58,430

<b>Schedule B3 2012-2013 SALARY GUIDELINES - NON-INSTRUCTIONAL</b>				
<b>STEPS</b>	<b>12 MONTH SECRETARY</b>	<b>DAY CUSTODIAN</b>	<b>NIGHT CUSTODIAN</b>	<b>SENIOR CUSTODIAN</b>
1	43,000	36,280	37,187	44,880
2	44,622	37,470	38,407	46,070
3	46,306	38,720	39,688	47,320
4	48,053	39,970	40,969	48,570
5	49,866	41,220	42,251	49,820
6	51,748	42,470	43,532	51,070
7	53,700	43,745	44,839	52,345
8	55,726	45,045	46,171	53,645
9	57,829	46,370	47,529	54,970
10	60,011	47,695	48,887	56,295
11	62,275	49,035	50,261	57,635
12	64,622	50,385	51,645	58,985



**Schedule C1 2010-2011 SALARY GUIDELINES - STAFF ASSISTANTS**

<b>STEPS</b>	<b>HOURLY RATE</b>	<b>SALARY @ 6.5 HOURS/DAY FOR 186 DAYS</b>
1	13.05	15,775
2-3	13.36	16,150
4-5	13.62	16,467
6	14.44	17,457
7	16.20	19,588
8	17.95	21,699
9	18.96	22,920
10	19.97	24,140
12	22.10	26,714

**Schedule C2 2011-2012 SALARY GUIDELINES - STAFF ASSISTANTS**

<b>STEPS</b>	<b>HOURLY RATE</b>	<b>SALARY @ 6.5 HOURS/DAY FOR 186 DAYS</b>
1	13.09	15,827
2	13.36	16,150
3-4	13.73	16,605
5-6	14.01	16,935
7	14.83	17,925
8	15.67	18,950
9	16.54	20,000
10	17.48	21,135
11	18.42	22,267
12	19.77	23,900
13	21.01	25,407
14	22.26	26,914

**Schedule C3 2012-2013 SALARY GUIDELINES - STAFF ASSISTANTS**

<b>STEPS</b>	<b>HOURLY RATE</b>	<b>SALARY @ 6.5 HOURS/DAY FOR 186 DAYS</b>
1-2	13.52	16,350
3-5	14.01	16,935
6-7	14.50	17,525
8	15.30	18,500
9	16.13	19,500
10	16.96	20,500
11	17.78	21,500
12	18.61	22,500
13	19.52	23,600
14	20.43	24,700
15	21.42	25,900
16	22.44	27,125



<b>Schedule D1</b>	<b>POSITION</b>	<b>TOTAL Hours/year per Activity</b>	<b>2010-2011 \$31.00/HR</b>	<b>2011-2012 \$31.00/HR</b>	<b>2012-2013 \$31.00/HR</b>
<b>RIDGE DALE MIDDLE SCHOOL:</b>					
Boys Baseball Coach	105	\$ 3,255	\$ 3,255	\$ 3,255	\$ 3,255
Boys Basketball Coach	105	3,255	3,255	3,255	3,255
Boys Soccer Coach	105	3,255	3,255	3,255	3,255
Girls Softball Coach	105	3,255	3,255	3,255	3,255
Girls Basketball Coach	105	3,255	3,255	3,255	3,255
Girl's Soccer Coach	105	3,255	3,255	3,255	3,255
Cross Country Coach	105	3,255	3,255	3,255	3,255
Wrestling Coach	105	3,255	3,255	3,255	3,255
Intramural Activities(2) 35hrs/ea	70	2,170	2,170	2,170	2,170
Activities Director	107	3,317	3,317	3,317	3,317
Drama Club Advisor(2) 40hrs/ea	80	2,480	2,480	2,480	2,480
Homework Club Advisors (4) 37.5hrs/ea	150	4,650	4,650	4,650	4,650
On-Call Homework Advisor	30	930	930	930	930
Jazz Band Director	30	930	930	930	930
Panther Press Advisor	75	2,325	2,325	2,325	2,325
Peer Leadership Advisor	65	2,015	2,015	2,015	2,015
RMS Vocal Music Advisor	34	1,054	1,054	1,054	1,054
Science Club Advisor(3) 25hrs/ea	75	2,325	2,325	2,325	2,325
Drama Director(2) 40hres/ea	80	2,480	2,480	2,480	2,480
Student Council Advisor(2) 40hrs/ea	80	2,480	2,480	2,480	2,480
Team Leader (4) 49hrs/ea	196	6,076	6,076	6,076	6,076
Technology Club Advisor	35	1,085	1,085	1,085	1,085
Theatrics Director of Musical(2) 55hrs/ea	110	3,410	3,410	3,410	3,410
Theatrical Coordinator	72	2,232	2,232	2,232	2,232
Theatrical Accompanist	80	2,480	2,480	2,480	2,480
Yearbook (2) 45hrs/ea	90	2,790	2,790	2,790	2,790
Visual Arts Club Advisor	30	930	930	930	930



<b>Schedule D1</b>	<b>POSITION</b>	<b>TOTAL Hours/year per Activity</b>	<b>2010-2011 \$31.00/HR</b>	<b>2011-2012 \$31.00/HR</b>	<b>2012-2013 \$31.00/HR</b>
<b>BROOKLAKE SCHOOL:</b>					
Art Club Advisor	100	3,100	3,100	3,100	3,100
Bell Choir Advisor	45	1,395	1,395	1,395	1,395
Drama Club Advisor(2)45hrs/ea	90	2,790	2,790	2,790	2,790
Enterprising Authors Club Advisor(2) 20hrs/ea	40	1,240	1,240	1,240	1,240
Homework Club Advisors(2)21hrs/ea	42	1,302	1,302	1,302	1,302
Intramural Activities	120	3,720	3,720	3,720	3,720
Prize Patrol Advisors (2)10hrs/ea	20	620	620	620	620
Science Club Advisors	15	465	465	465	465
Chorus Advisor	25	775	775	775	775
<b>BRIARWOOD SCHOOL:</b>					
Art Club Advisor(2)30hrs/ea	60	1,860	1,860	1,860	1,860
Bell Choir Advisor	45	1,395	1,395	1,395	1,395
Drama Club(2)45hrs/ea	90	2,790	2,790	2,790	2,790
Elementary Gymnastics	35	1,085	1,085	1,085	1,085
Technology Club Advisor	30	930	930	930	930

Note: The Board reserves the right to establish new positions at the same hourly rates of compensation.

